

Madison County Library  
P O Box 38  
Danieiisville, Georgia 30633  
(706) 795-5597

Branch of  
Athens Regional System

Virginia B. Edwards  
Branch Manager

January 3, 1999

Dear Board of Trustee Members,

The next meeting of the Madison County Library Board of Trustees will be **Thursday, January 14<sup>th</sup> at 4:00** in the Madison County Library. Enclosed you will find minutes from the October meeting as well as for three Library Executive Committee Telephone meetings for October 22, 1998, November 4, 1998 and December 4, 1998.

If you have any agenda items, please call me at the library by Tuesday, January 12. I look forward to seeing you all on Thursday the 14<sup>th</sup>. Thanks!

Sincerely,

A handwritten signature in cursive script, appearing to read "Ginni B. Edwards".

Ginni B. Edwards

Library Executive Committee Telephone Meeting  
October 22, 1998

There was a telephone meeting of the Chair, Vice-Chair and the Secretary, the Executive Committee, on this date to consider a request from the Library staff. Ginni Edwards submitted a request for permission to plant a tree on the West Side of the building to honor Jenny Ruth Echols on her retirement. This was granted by unanimous consent.

Elizabeth C. Murray, Chair

Library Executive Committee Telephone Meeting  
November 4, 1998

The telephone meeting was held to consider the bids that had been submitted for painting the General Purpose Room and for replacing the carpet there. Kenny Beck, Secretary, Linda Harrover, Vice Chair and Elizabeth Murray, Chair, participated in the meeting. Three bids had been received for the painting. They were Melton Painting for \$600.00, John Gaines for \$400.00 and P&G Painting for \$450.00. The specifications were the same for each bid. The decision was made to accept the bid from John Gaines for \$400.00.

To replace the carpet, using identical specifications, the bids were Dalton Carpet \$3098.00 and from Arnold's Country Carpet \$2845.00. The third company we had asked for a bid did not reply.. The bid accepted was from Arnold's Country Carpet for \$2845.00.

The question had been raised at the regular Board meeting regarding Worker's Compensation Insurance for the contractors. John Gaines had called the State Board of Workers Compensation re the need for this insurance. He was informed that individuals who employ three or fewer people are not required to obtain Workers Compensation Insurance. Kathy Ames, Regional Director, asked that I contact the Madison County attorney about the possibility of liability for the Library in such cases. The county attorney assured me that there would be no liability for the Library in such a case.

Elizabeth C. Murray, Chair

**BID (service only)**

Job Number: 98001

706-795-5597

\*\* According to Georgia State Laws/  
Regulations, Individuals that three  
(3) or less employees are not  
required to obtain "Workmans  
Compensation Insurance".

### Paint Walls and Trim of Existing Multi-purpose Room

\*\* (Bid includes all paint amnd materials)

## SERVICE

[illegible]

|                               |                 |
|-------------------------------|-----------------|
| <b>Total service charges:</b> | <b>\$400.00</b> |
|-------------------------------|-----------------|

**Price valid until:** 31 December 1998

**P & G PAINTING**

Professional and Guaranteed  
169 Phillips Road  
Danielsville, GA. 30633-9317  
706 795-5427

**Estimate**

| DATE    | ESTIMATE # |
|---------|------------|
| 10/5/98 | 1007       |

| NAME / ADDRESS   |
|--|
| Madison County Library<br>Highway 98<br>Danielsville, GA 30633<br><br>ATTN: Jennie Edwards |

|  |     |        | PROJECT  |
|--|-----|--------|----------|
| DESCRIPTION  | QTY | RATE   | TOTAL    |
| Paint three (3) walls in large room and four (4) smaller rooms within<br>LABOR AND MATERIALS |     | 450.00 | 450.00   |
| Thank you for the opportunity of serving you!  |     |        |          |
| TOTAL  |     |        | \$450.00 |

## Proposal

Page No.

of

Pages



**Melton Painting**  
 150 Hammond Court  
 WINTERVILLE, GEORGIA 30683  
 (706) 742-7077

PROPOSAL SUBMITTED TO

Madison Co. Library

PHONE

DATE

10-06-98

STREET

Hwy. 98

JOB NAME

CITY, STATE AND ZIP CODE

Dawsonville Ga. 30633

JOB LOCATION

ARCHITECT

DATE OF PLANS

JOB PHONE

We hereby submit specifications and estimates for:

Painting General Purpose Room

Patch any nail holes or imperfections on drywall surface,  
 Sand all walls

Apply two coats interior satin latex on walls

Apply one coat semi-gloss oil paint to metal doors and frames

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

- Six hundred -

dollars (\$ 600.00 )

Payment to be made as follows:

At completion of job and approved

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature

Note: This proposal may be  
 withdrawn by us if not accepted within

30

days.

## Acceptance of Proposal

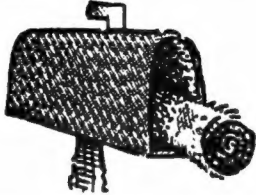
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

# Proposal



**ARNOLD'S COUNTRY CARPET**  
 6951 NOWHERE ROAD  
 HULL, GA 30646  
 (706) 543-3001 • FAX (706) 543-3279  
 "Where Quality Still Counts"

|                          |                               |              |                |
|--------------------------|-------------------------------|--------------|----------------|
| PROPOSAL SUBMITTED TO    | <i>MADISON County Library</i> | PHONE        | DATE           |
| STREET                   |                               | JOB NAME     | <i>9-21-98</i> |
| CITY, STATE AND ZIP CODE |                               | JOB LOCATION |                |
| CONTACT                  | <i>Ms. EDWARDS</i>            | JOB PHONE    |                |

We hereby submit specifications and estimates for:

| AREA                      | DESCRIPTION   | QTY. | UNIT PRICE | AMOUNT |
|---------------------------|---|------|------------|--------|
| <i>Multi Purpose Room</i> | <i>ENTERPRISE WITH New Core BASE, AND THE REMOVAL AND DISPOSAL OF EXISTING CARPET AND Core BASE. Glue Down Installation</i> |      |            |        |
|                           |   |      |            |        |
|                           |   |      |            |        |
|                           |   |      |            |        |
|                           |   |      |            |        |
|                           |   |      |            |        |
|                           |   |      |            |        |

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

*Two Thousand Eight Hundred Forty Five AND NO/100* dollars (\$ *2845<sup>00</sup>*)  
 Payment to be made as follows: *Due in full on Completion*

CUSTOMER READ BEFORE SIGNING: All materials guaranteed to be as specified. Buyer understands that there may be a dye-lot variation from sample. Seller is not responsible for chips, dents or conditions of existing moldings, doors, jambs or fixtures. Area must be clear of obstacles at time of installation. Seller is not responsible for customer measurements. Unforeseen structural problems upon installation may change the amount due on this invoice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the invoice. All agreements contingent upon strikes, accidents, or delays beyond our control. Buyer is responsible for maintaining all insurance on the site, including flood insurance, and Buyer assumes all risk of loss after delivery. All work to be done in a workmanlike manner according to standard practices. Our workers are fully covered by workman's compensation insurance. Full payment is due upon date of invoice. Payment of account will be in default if any amount is unpaid more than 30 days after date of invoice. Interest at the rate of 1.75% (21% per annum) will be charged on all amounts unpaid more than 30 days after date of invoice. In the event that the account is in default and is collected by law, as through an attorney at law, all costs of collection, including 15% of the principal as attorney's fees, will be paid by the buyer. This constitutes the entire agreement regarding payment of account. Seconds, irregulars, cabin grade, and tavern are sold as is, no warranty.

Authorized Signature *[Signature]*  
 Note: This proposal may be withdrawn by us if not accepted within *30* days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_



OCTOBER 29, 1998

TO: GINNI EDWARDS  
FROM: PAUL DENNIS

RE: CARPET REPLACEMENT

WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWING:

STYLE: BIGELOW ENTRPRISE - COLOR TO BE SELECTED

PRICES INCLUDE NEW COVE BASE AND REMOVAL OF EXISTING CARPET.  
ROOM WILL BE EMPTY.

TOTAL PRICE: \$3098.00

IF YOU HAVE QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT ME.

Proposed Changes to the Madison County Library  
Constitution & By-Laws  
July 9, 1998

Constitution:

Section 2. Officers.

Officers of the Board shall consist of a Chairman, Vice-Chairman and Secretary. An officer may succeed himself, provided that the chairman may not serve more than three consecutive terms.

By-Laws:

1. Board Members.

Section 1. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term and is then eligible for two full terms, if elected.

Section 3. The Madison County Library Board appoints the Madison County School Superintendent, the Chair of the Board of Education and the Chair of the Madison County Commissioners to serve as ex-officio members of the Board.

3. Duties of the Officers of the Board.

Section 3. The Secretary shall mail a copy of the minutes of each meeting, after they have been approved, and copies of pertinent information packets to the members of the Board of Education and to the members of the Board of County Commissioners.

4. Meetings.

Section 1. The Board shall hold regular quarterly meetings on the second Thursday of the month at a time determined to be most convenient for the members. The meetings shall be held in the Madison County Library in the months of January, April, July and October. A quorum shall consist of five members.

CONSTITUTION OF THE MADISON COUNTY LIBRARY  
DANIELSVILLE, GEORGIA  
(Adopted October 8, 1987)  
(Amended July 13, 1989 and October 12, 1989)

ARTICLE I - Name.

The name shall be the Madison County Library, located in Danielsville, Georgia. It shall be an affiliate of the Athens Regional Library System.

ARTICLE II - Purpose.

The purpose of the Madison County Library shall be to offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs.

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Athens Regional Library System. There is to be no conflict between the provisions of this Constitution and Bylaws and those of the Athens Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Madison County Library shall furnish service to the people of the county as set forth in the Constitution and Bylaws of the Athens Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia.

ARTICLE III- Library Board of Trustees

The Madison County Library Board of Trustees shall be composed of nine members who represent the citizens of the county and shall be composed of representatives of the various communities within Madison County financially supporting the library on a regular basis.

The Madison County Commission shall appoint five members to the Madison County Library Board and the Madison County Board of Education shall appoint four members, as specified in the Bylaws and the state law.

Section 1. Board of Trustees.

The Board shall have power to make rules and regulations for the Madison County Library in accordance with guidelines established by the regional headquarters and the state of Georgia and where there is no Regional System policy governing that area of service.

## Section 2. Officers. *Delete*

Officers of the Board shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. An officer may succeed himself, provided that the chairman shall not serve more than three consecutive terms. ~~The Treasurer shall be bonded as provided in section 20-5-50 of the Official Code of Georgia Annotated.~~

~~If the Regional Board delegates to the County Board the activity of receiving gifts, the County Board must appoint a treasurer who shall serve the same terms and on the same conditions as other officers of the County Board.~~

## Section 3. Committees of the Board.

The Executive Committee shall be composed of the Officers of the Board. It shall be entrusted to govern in the name of the Board between regular meetings of the Board.

Special committees shall be appointed by the chairman as needed.

## Section 4. Representatives to the Regional Board.

The Chairman shall appoint three representatives to serve as members of the Athens Regional Library Board as specified in the regional Constitution and Bylaws.

## ARTICLE IV - Constituency.

The Madison County Library is a member of the Athens Regional Library System under the terms of the participating agreement. Membership in the Athens Regional Library System provides the citizens of Madison County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Madison County Library lends materials to citizens of all other counties within the regional system.

## ARTICLE V - Amendments.

This constitution may be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Director of the Athens Regional Library System and the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

## BYLAWS

### 1. Board Members.

Section 1. The Board of Commissioners shall appoint 5 members to serve terms of five years each and the Board of Education shall appoint 4 members to the Board of Trustees to serve terms of five years each with the starting and ending dates corresponding to the state's fiscal year. Initial terms shall be established by drawing lots with three members appointed for one year each, three for two years each, and three for three years each, with succeeding appointments being for five years each. ~~No member may serve on this board for more than two successive five-year terms of office.~~

Any person appointed to the Madison County Library Board must be a resident of the county. If he moves his legal residence outside the county, he shall be replaced on the Board.

Vacancies shall be filled in the same manner as appointments are made. ~~If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.~~ *is then eligible for two full terms.*

Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business.

Section 2. The Board of Trustees may make recommendations to the Board of Commissioners and the Board of Education for appointments to the Board of Trustees.

Advisors may be selected by the Board from former members who due to circumstances, can no longer participate actively on the Board.

Section 3. The Madison County Library Board appoints the Madison County School Superintendent ~~to serve as Treasurer~~. He ~~serves in a non-voting capacity.~~ Add -

### 2. Duties of the Board.

Section 1. The Board of Trustees will be responsible for securing funds for Madison County's participation in the regional library system.

Section. 2 The Madison County Library Board of Trustees shall discharge those duties delegated to it by the Athens Regional Library Board of Trustees.

All formal actions of the County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Policies may not be in conflict with regional system policies.

Section 3. The Board shall be cognizant of the library's needs in terms of building repair, expansion, equipment and maintenance, and shall see that appropriate action is taken to meet those needs.

Section 4. The Madison County Board of Trustees shall approve County Library budgets prepared by the Regional Library System Director and shall present the library's fiscal needs to its supporting agencies.

Section 5. The Regional Library System Director shall be notified in advance of all meetings of the Board or committees.

### 3. Duties of Officers of the Board.

Section 1. The Chairman of the Board shall preside at all meetings, appoint all committees and authorize calls for any special meetings.

Section 2. The Vice Chairman shall preside in absence of the Chairman, and act for the Chairman in the event the Chairman is unable to perform the duties of the office.

Section 3. The Secretary shall keep an accurate account of the proceedings of the Board and records of attendance. Official copies of all minutes and correspondence with the Board shall be kept on file at the Madison County Library. The Secretary shall notify the Board of Commissioners and the Board of Education of the expiration of the term of office of a board member at least two months prior to the time of expiration. The Secretary shall send copies of the minutes of all meetings to the Director of the Athens Regional Library System. He shall report changes of membership to the Director.

Section 4. If the Regional Board delegates to the local board the activity of receiving gifts, the local board must appoint a Treasurer who will receive the local funds from the funding agencies, deposit them in the library board's account, and will disperse the funds on a quarterly basis to the regional library. He shall be bonded by the Regional Board for an amount commensurate with the amount of funds handled. A report of income and disbursements will be made at the regular quarterly county and regional board meetings.

### 4. Meetings.

Section 1. The Board shall hold regular quarterly meetings ~~on the second Thursday of the month at 3:00 p.m. in the Madison County Library~~ in the months of January, April, July and October. A quorum shall consist of five members.

- 95 determined.

Section 2. Officers shall be elected at the January meeting of the Board.

Section 3. If a member has more than three consecutive unexcused absences, his position shall be declared vacant and the appointing agency shall be requested to fill the unexpired term.

Section 4. The Order of Business shall be:

- Call to order
- Approval of minutes
- Approval of the Treasurer's Report
- Report of the Committees
- Communications
- Unfinished Business
- New Business
- Adjournment

#### 5. Reports

The Madison County Library shall submit all reports requested by the Athens Regional Library System to provide the information necessary to complete reports required by state, Federal, or local laws or regulations, or to manage the Athens Regional Library System in an efficient and business-like manner.

#### 6. Library Staff.

Staff members shall include librarians, branch managers, and assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System Personnel policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local board.

#### 7. Amendments.

These bylaws may be amended by a two-thirds vote of members present at any regular meeting of the Board providing a quorum is present and providing an announcement of the proposed change is made preceding the meeting, and that all members have been notified of the proposed change. All amendments to these Bylaws shall be filed with the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

? 2 wks

**Madison County Library**  
**July 1, 1997 - June 30, 1998**

|                                       | <u>Budget<br/>Amount</u> | <u>Amount<br/>Received</u> | <u>Balance</u>       | <u>% of Budget<br/>Received</u> |
|---------------------------------------|--------------------------|----------------------------|----------------------|---------------------------------|
| <b>Revenue:</b>                       |                          |                            |                      |                                 |
| Madison County Board of Commissioners | \$ 65,700.00             | \$ -                       | \$ 65,700.00         | 0.00%                           |
| Madison County Board of Education     | 65,700.00                | -                          | 65,700.00            | 0.00%                           |
| Fines and Fees                        | 5,174.11                 | 2,022.28                   | 3,151.83             | 39.08%                          |
| Copy Machine                          | 1,237.00                 | 457.70                     | 779.30               | 37.00%                          |
| Transfer from Reserve                 | 5,000.00                 | 5,000.00                   | -                    | 100.00%                         |
|                                       | <u>\$ 142,811.11</u>     | <u>\$ 7,479.98</u>         | <u>\$ 135,331.13</u> | 5.24%                           |

|                       | <u>Budget<br/>Amount</u> | <u>Amount<br/>Expended</u> | <u>Balance</u>       | <u>% of Budget<br/>Expended</u> |
|-----------------------|--------------------------|----------------------------|----------------------|---------------------------------|
| <b>Expenditures:</b>  |                          |                            |                      |                                 |
| Regional Share        | \$ 11,000.00             | \$ 2,750.00                | \$ 8,250.00          | 25.00%                          |
| Wages/Benefits        | 100,811.11               | 21,082.06                  | 79,729.05            | 20.91%                          |
| Equipment Repair      | 2,300.00                 | 97.34                      | 2,202.66             | 4.23%                           |
| Advertising           | -                        | 496.40                     | (496.40)             |                                 |
| Land Maintenance      | 500.00                   | 150.00                     | 350.00               | 30.00%                          |
| Telephone             | 3,300.00                 | 364.29                     | 2,935.71             | 11.04%                          |
| Postage               | 1,200.00                 | -                          | 1,200.00             | 0.00%                           |
| Supplies              | 700.00                   | 52.62                      | 647.38               | 7.52%                           |
| Computer Maintenance  | 4,500.00                 | -                          | 4,500.00             | 0.00%                           |
| Water                 | 500.00                   | 55.80                      | 444.20               | 11.16%                          |
| Cleaning Service      | 4,000.00                 | 550.00                     | 3,450.00             | 13.75%                          |
| Utilities/Electricity | 14,000.00                | 3,444.99                   | 10,555.01            | 24.61%                          |
|                       | <u>\$ 142,811.11</u>     | <u>\$ 29,043.50</u>        | <u>\$ 113,767.61</u> | 20.34%                          |

**Other Income and Expenditures:**

|                                      |                     |
|--------------------------------------|---------------------|
| Gift Money Brought Forward from FY97 | \$ 14,643.25        |
| Gifts FY98 Brought Forward           | 2,800.00            |
| Gift Books/Equipment Purchases FY 98 | (3,999.10)          |
| Gift Materials 7/1/98-9/30/98        | (175.00)            |
|                                      | <u>\$ 13,444.15</u> |

**Reserve:**

|                                   |                      |
|-----------------------------------|----------------------|
| Fund Equity (Reserve) at 6/30/98  | \$ 15,978.28         |
| Less: Reserved for Vacation Pay   | (3,704.78)           |
| Transfer to Revenue for FY98      | (5,000.00)           |
| Reserved for One Months Operating | (11,900.93)          |
| Net Fund Equity (Reserve)         | <u>\$ (4,627.43)</u> |

Called Meeting  
Personnel Committee  
January 28, 1999

The Personnel Committee of the Madison County Library Board of Trustees met on January 28, 1999, to discuss proposed salary increases. Present were K. Beck, M. Tiller, P. Graham, board members, and M.A. Driver, branch consultant. The Committee received supporting documents including salary comparisons to other library regions in the state, the Madison County government non-professional salary schedule, and the budget breakout of projected personnel expenses with \$1/hr increases from February through the end of 1999.

The discussion concerned the county budget year versus the fiscal budget year of the library system, the need for step increases, the discrepancy in part-time hourly salaries, and the possible Board of Education freeze on funding.

The Personnel Committee recommendation to the Library Board of Trustees is as follows:

1. that the proposed \$1/hr increase for all five current staff members be a part of the FY2000 budget to begin July 1, 1999,
2. that the proposed increase be funded from the existing reserves as far as possible,
3. that the funding agents be apprised of the proposed increase, its source of funding from the reserves, and their need to anticipate the increase in the subsequent years' budgets,
4. that supporting documents to the funding agents include direct comparisons among branch managers, library assistants, and library computer technicians in the region and in the state.

**Madison County Library Board of Trustees**  
**Minutes for April 8, 1999**

Trustee members in attendance: Kenneth Beck, Margaret Burroughs, Linda Harrover, Gerald Ingram, Elizabeth Murray, and Mirian Tiller. Director Kathryn Ames, Consultant Maryanne Driver and Branch Manager Ginni Edwards were also in attendance.

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the January 14, 1999 Board meeting and the February 5, 1999 Executive Committee meeting. The minutes of the February 5 meeting were amended to change the name in the second sentence of the last paragraph from Ms. Echols to Ms. Edwards. The minutes of both meetings were approved.

**Reports:**

**Branch Managers Report**

A library report was distributed and reviewed by Ginni Edwards highlighting library activities (see attached). Plans for an August event to celebrate the 10th year in the new building are underway.

**Athens Regional Report**

Kathryn Ames distributed copies of the Circulation Report, Directors Report, and Budget Report.

Kathryn complimented Ginni for her participation in the State Directors meeting and help in facilitating a team leaders and branch manager meeting.

Reported on the statewide integrated library system which will eventually replace the Dynix network.

Discussed this years budget and asked Ginni Edwards and Maryanne Driver to visit the Board of Education office to determine if the board was planning to pay this year's requested increase over the 1997 budget level and to ascertain when they would need the 1999-00 budget request.

**Friends of the Library Report**

Mirian Tiller reported that the Friends of the Library were planning two book sales this year. The Friends are also working with Ginni on plans for an August event to celebrate the 10th year in the new building. The Friends are hosting the Madison County Chamber of Commerce Coffee on Thursday, April 15 and planning a booth at the July 4th parade in Colbert.

The next general membership meeting is scheduled for April 25 at 3:30 p.m..

### Chairman's Report

Ms. Murray reported they were completing interviews for position openings.

Ms. Murray commented on the lack of adequate storage in the building. Discussion revealed that Georgia Tech was completing a survey of all Georgia Librarys and that there may be matching 90/10 state money available in the future. Ms. Murray suggested we begin thinking about the need for expansion at the next meeting.

Asked the secretary write a letter to the Board of Education notifying them that Margaret Burroughs term on the Library Board has expired and that a name would be submitted for their approval.

### Unfinished Business:

The Board voted unanimously to adopt the revised constitution as proposed at the previous meeting.

Ginni Edwards reported that Frank Ginn had obtained a flag and flag pole from the Woodsmen of the World. The pole has been delivered. Kenny Beck reported that the lights had been ordered but were not in yet.

Discussion on expanding the library's hour's of operation four hours on Monday and Wednesday was tabled and is to be discussed during budget deliberations.

The Board went into closed session to discuss a personnel matter.

The meeting was then reopened.

A motion was made to change Ginni Edwards basis for pay from 25 hours/week to 30 hours/week retroactive to January 15, 1999. Ms. Edwards will return to normal duty in August.

A motion was made to accept the recommendations of the personnel committee as noted in the January 28, 1999 Minutes of the called meeting, with the exception of item 5 of said minutes. The motion was approved unanimously.

Ginni reported on the status of the message sign being put in by the Friends of the Library.

### New Business

Kathryn Ames presented a draft of the 1999-00 budget. The need to provide money to advertise jobs and a clearer policy on what types of building maintenance are to be provided by the County were discussed.

**Announcements:**

Chairperson Murray reminded everyone of the Chamber Coffee on the 15th and the upcoming Blood Drive and Book Sale events.

The next meeting will be at 4 P.M. on July 8, 1999.

The meeting was adjourned.

**Madison County Library Board of Trustees**  
**Called Meeting of June 24, 1999**

Trustee members in attendance: Kenneth Beck, Linda Harrover, Gerald Ingram, and Elizabeth Murray. Director Kathryn Ames and Consultant Maryanne Driver were also present.

Chairman Murray called the meeting to order.

Ms. Murray presented Frank Ginn's resignation from the Library Board.

Linda Harrover made a motion that Bruce Thyer be nominated to fill Mr. Ginn's unexpired term and that Jackie Griffeth be nominated to fill the board position recently vacated by Margaret Burroughs. Gerald Ingram seconded the motion, which passed unanimously.

The Board discussed the resignation of Ginni Edwards as Library Branch Manager. Maryanne Driver will be filling in as interim director until a new Branch Manager is selected. The position has been advertised and a number of applications have been received.

The selection process was discussed. Kathryn Ames indicated that although it was the Regional Library Board that hires the manager, she would prefer it be a joint effort.

Ms. Murray reviewed the names of the people on the personnel committee, which were Miriam Tiller, Kenny Beck, and Frank Ginn. Linda Harrover and Gerald Ingram were appointed to the committee to replace Mr. Ginn. Other board members may also participate in the interview process if they desire.

Ms. Ames will revise the Position Description and send revised copies to the members for review. A decision was made update the position description to require a college degree. A MLS or other professional certification will be a long-term goal.

The salary was discussed, but no recommendations were made.

Ms. Ames will attempt to schedule interviews for the afternoon of Friday, July 9.

Ms Ames said additional solicitations for applicants could be done through the statewide library network.

The next meeting will be at 4 P.M. on July 8, 1999.

The meeting was adjourned.

**Madison County Library Board of Trustees**  
**Minutes for July 8, 1999**

Trustee members in attendance: Kenneth Beck, Jackie Griffeth, Linda Harrover, Gerald Ingram, Elizabeth Murray, and Miriam Delk. Director Kathryn Ames and Consultant Maryanne Driver were also in attendance.

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the April 8, 1999 Board Meeting and the June 24, 1999 called meeting. The minutes of both meetings were approved.

Ms. Murray introduced Jackie Griffeth, who was attending her first meeting as a new board member. Ms. Griffeth will be assigned Ms. Margaret Burroughs place on existing committees. Ms. Murray also reported that Bruce Thyer had accepted his appointment to the board, but was unable to make today's meeting.

**Reports:**

Dr. Dennis Moore, Madison County School Superintendent, provided an update regarding the Board of Education's funding to the Library.

**Branch Managers Report**

Interim Branch Manager Maryanne Driver distributed and reviewed a report highlighting library activities (see attached). Also reported on recent problems with the air conditioning system.

Representatives from the State of Georgia have been doing Y2K checks on the Library's CPU's.

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**Athens Regional Report**

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Ms. Ames also distributed and commented on the results of a recent Customer Service Survey.

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Provided an update on the statewide integrated library system that will eventually replace the Dynix network. There are significant financial benefits to participating in the project, but it would mean giving up some control. She will continue to evaluate the pros and cons.

The new accounting system at the Regional Library is still being tested.

The legislative funding package for the region will be submitted soon.

#### Friends of the Library Report

Ms. Murray reported that the Friends of the Library Book Sale brought in \$906.

Updated the Friend's plans for an event to celebrate the 10th year in the new building.

The Friends booth and raffle at the Colbert Fourth of July Parade raised over \$270.

#### Chairman's Report

Reported on the need for more tables for the meeting room. A motion was approved to buy 4 additional tables.

#### Unfinished Business:

Linda Harrover volunteered to contact Wesley Nash and see what kind of support the county would provide in completing the installation of the flagpole and related electrical work.

Ms. Murray stated that the electrical work to the new sign at the road also needed to be completed.

#### New Business

Ms. Murray announced new committee assignments. A revised copy will be distributed with the minutes.

A discussion of extending the Library's hours of operation was tabled until a new Branch Manager was selected.

#### Announcements:

The revised pay rates for library employees takes effect July 1, 1999.

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Announced interviews for a new Branch Manager would begin the following day.

The next meeting will be at 4 P.M. on October 14, 1999.

The meeting was adjourned.

**Madison County Library**  
**Budget 1999 and Proposed Budget 2000**

|                                       | <b>Budget<br/>1999</b> | <b>Proposed Budget<br/>2000.00</b> |
|---------------------------------------|------------------------|------------------------------------|
| <i>Revenue:</i>                       |                        |                                    |
| Madison County Board of Commissioners | \$ 65,700.00           | 65,700.00                          |
| Madison County Board of Education     | 62,000.00              | 62,000.00                          |
| Fines and Fees                        | 5,174.11               | 7,000.00                           |
| Copy Machine                          | 1,237.00               | 2,000.00                           |
| Transfer from Reserve                 | 5,000.00               | 6,152.00                           |
|                                       | <u>\$ 139,111.11</u>   | <u>142,852.00</u>                  |

|                       | <b>Budget<br/>Amount</b> | <b>Proposed Budget<br/>2000</b> |
|-----------------------|--------------------------|---------------------------------|
| <i>Expenditures:</i>  |                          |                                 |
| Regional Share        | \$ 11,000.00             | 11,000.00                       |
| Wages/Benefits        | 100,609.00               | \$ 98,852.00                    |
| Equipment Repair      | 2,300.00                 | 2,300.00                        |
| Land Maintenance      | 500.00                   | 500.00                          |
| Telephone             | 3,300.00                 | 3,300.00                        |
| Madison County Travel | 200.00                   | 200.00                          |
| Postage               | 1,200.00                 | 1,200.00                        |
| Supplies              | 700.00                   | 1,000.00                        |
| Water                 | 500.00                   | 500.00                          |
| Computer Maintenance  | 4,500.00                 | 4,500.00                        |
| Equipment Purchase    |                          | 1,000.00                        |
| Cleaning Service      | 4,000.00                 | 4,000.00                        |
| Printing/Advertising  |                          | 500.00                          |
| Utilities/Electricity | 14,000.00                | 14,000.00                       |
|                       | <u>\$ 142,809.00</u>     | <u>142,852.00</u>               |

**Madison County Library Board of Trustees**  
**Minutes for July 8, 1999**

Trustee members in attendance: Kenneth Beck, Jackie Griffeth, Linda Harrover, Gerald Ingram, Elizabeth Murray, and Miriam Delk. Director Kathryn Ames and Consultant Maryanne Driver were also in attendance.

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the April 8, 1999 Board Meeting and the June 24, 1999 called meeting. The minutes of both meetings were approved.

Ms. Murray introduced Jackie Griffeth, who was attending her first meeting as a new board member. Ms. Griffeth will be assigned Ms. Margaret Burroughs place on existing committees. Ms. Murray also reported that Bruce Thyer had accepted his appointment to the board, but was unable to make today's meeting.

**Reports:**

Dr. Dennis Moore, Madison County School Superintendent, provided an update regarding the Board of Education's funding to the Library.

**Branch Managers Report**

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The meeting was adjourned.

A handwritten signature in black ink, appearing to be "L. B. B.", is located at the bottom right of the page.

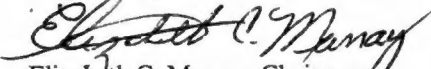
Madison County Library Board of Trustees  
Telephone Meeting  
August 18, 1999

The Board held a telephone meeting to approve the Board appointments of Gerald Blackwell and John Brantley on this date. There had been two resignations, Frank Ginn and Pat Graham. The members had received copies of the applications prior to the meeting.

Both candidates appeared to be acceptable and were approved unanimously. The names of the new members were presented to the Madison County Board of Commissioners for approval. This was granted.

The Chair will notify the new members of their election. Information re the date of the next meeting and information pertaining to their duties will be sent to them.

Respectively submitted.

  
Elizabeth C. Murray, Chairperson

MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
P.O. BOX 38  
DANIELSVILLE, GA 30633

AUGUST 11, 1999

Dear Board members:

Due to the resignations of Frank Gin and Pat Graham we now have two vacancies to fill on the Board. Both of these will require approval by the Board of Commissioners.

I am enclosing copies of the applications for you to review. It seems to me that both of these gentlemen meet all the qualifications for Board membership.

I will contact you by phone no later than August 20, 1999 for your input. This seems to be the most efficient way to handle this matter so that we may get them approved and ready to assume the positions by the October meeting.

I appreciate all your help in all that you do for the Library.

May the Library continue to flourish!

Elizabeth Murray, Chair

October 14, 1999 Madison County Library Board Minutes

Libby Murray called the meeting to order. She introduced one of the new board members, Jerry Blackwell. She also introduced our new librarian, Marsha Carlan.

Marsha Carlan reported on the activities of the library. 5492 patrons used the library during the months of July & August. The Grassroots Arts Grant has again been applied for. Chuck Wanager has designed a new library brochure and a new web page for the library.

Kathy Ames gave her regional report. Raise Up Georgia is still alive, but needs to have a big push during the upcoming state legislative session to insure its passage. Neither the BOC nor BOE has responded with any budgeted money yet. The Regional Board will meet Oct 28 and will discuss the pros and cons of joining the new state-wide library program (PINES) in which any patron may use any library in the state. Lights in the center section of the library are still a problem. They go out when they get warm. A motion was made by Jerry Ingram to amend the budget for the \$3000.00 it will take to repair the lights, and to add a new category, Lighting Repair, to the budget. The motion was seconded by Linda Harrover, and passed by the board.

Mary Ann Driver stated that her interim branch manager stay was a good experience and she was impressed by our wonderful facility and staff.

Mirian Tiller reported for the Friends of the Library. Approximately \$1388.00 was made at the fall book sale. Help is needed on the newsletter. There will be a blood drive Nov. 15. The next meeting will be Oct. 24.

Libby requested six more tables. Jerry Ingram made a motion for Kathy to bring prices and pictures to the next meeting and make a decision about the six tables at that time. Miriam Delk seconded the motion, and it was passed by the board.

Libby asked the Building & Grounds committee (Jerry Blackwell, Mirian Tiller and Kenny Beck) to look at the flower beds along the walk into the library and to see if they could spruce it up as soon as possible.

The flag pole is up, lights installed and the U.S. and Georgia flags are in. A dedication ceremony led by a boy scout troop will be sometime in Nov., depending upon the schedule of the Scouts. Jackie Griffith and Linda Harrover will contact the invited guests and the Scouts.

Nominating Committee Report: Chair, Libby Murray: Vice Chair, Jerry Ingram: Secretary, Kenny Beck. Linda Harrover made the motion to accept the slate of officers. Passed by the board. Athens Regional Board members are Jerry Ingram, Linda Harrover, and Libby Murray.

The 2000 budget was discussed again. The BOE does not want to pay more than \$62,000 again this year. It was suggested that Kathy explain the budget to the BOE and BOC in case neither board understood the full impact of withholding the requested amount. Kathy said she would attend any BOC budget planning work session or BOE meeting.

The next meeting will be Jan. 13, 4:00 p.m.

Members present: Libby Murray, Jerry Ingram, Jerry Blackwell, Miriam Delk, Mirian Tiller, Linda Harrover, & Jackie Griffith. Absent: Kenny Beck (excused) and John Brantley.

*Linda Harrover*